



## **JOB DESCRIPTION**

**POSITION TITLE:** Senior Accountant I

**POSITION NO:** 2268

### **JOB SUMMARY**

The Senior Accountant I is responsible for collecting, analyzing and monitoring financial data. This individual will work under the direction of leadership to perform more complex accounting activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws, and reporting requirements. The Senior Accountant I provides financial information, serves as a knowledgeable resource to managers and makes recommendations to senior management.

### **ESSENTIAL JOB FUNCTIONS**

1. Acquires thorough knowledge of the technical aspects of software used to prepare financial reports to enable effective use of these tools.
2. Presents to large and small audiences and provides assistance to leadership to provide software training, technical assistance and education on financial concepts, analysis and financial initiatives.
3. Completes advanced accounting projects and projections, utilizing business knowledge, work experience and problem solving, analytical and computer skills to aid in process improvement and provide tools to leadership for decision making.
4. Researches and resolves complex problems, requiring in-depth knowledge of business workflows and accounting concepts to ensure accurate financial statements.
5. Prepares, analyzes and interprets statistical and financial information in order to explain variances.
6. Interprets new generally accepted accounting principles (GAAP), determines impact and applies appropriately to ensure accurate financial statements.
7. Designs new accounting systems and directs the implementation and documentation of those systems to support the ongoing financial operations.
8. Reviews processes and implements improvements to increase efficiency and financials policy guidance.
9. Reconciles more complex accounts and checks the accuracy of journal entries to ensure that the general ledger is accurate and complete.
10. Develops comprehensive forecasts used to make financial decisions.
11. Reviews completed financial reports, analysis and regulatory filings to ensure reasonableness and completeness to identify errors and outliers.
12. Reviews processes and implements improvements to increase efficiency.
13. Orchestrates complex financial service projects delegated by leadership to ensure design, development, and preparation are completed in a timely manner.

14. Prepares detailed and accurate implementation and documentation to successfully bring a project to completion.
15. Provides technical accounting advice within area of expertise to functional or operational area managers to help them develop forecasts, understand financial reports, and manage their financial responsibilities.
16. Mentors junior staff and peers to maintain a highly effective, knowledgeable team.
17. Regular attendance is required in order to carry out the essential functions of the position.

#### **ADDITIONAL DUTIES**

1. Other duties as assigned.

#### **JOB QUALIFICATIONS**

##### **EDUCATION**

*Education qualifications must be from a school whose accreditation is recognized by Marshfield Clinic Health System.*

**Minimum Required:** Bachelor's degree in accounting, finance, business administration or related field.

**Preferred/Optional:** Master's degree in accounting, finance, business administration or related field.

##### **EXPERIENCE**

**Minimum Required:** Five years' experience in accounting or finance. Demonstrated proficiency with completing independent financial reporting and analysis. Demonstrated proficiency with using spreadsheet software and working knowledge of functions and macros.

**Preferred/Optional:** Five years' experience within a healthcare setting in accounting or finance.

##### **CERTIFICATIONS/LICENSES**

*The following licensure(s), certification(s), registration(s), etc., are required for this position, which must be maintained in good standing:*

**Minimum Required:** None

**Preferred/Optional:** Certified Public Accountant (CPA) license awarded by the state of Wisconsin or Certified Healthcare Financial Professional (CHEP) certification awarded by the Healthcare Financial Management Association (HFMA).

##### **EXCLUSION FROM FEDERAL PROGRAMS**

Employee may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment.

Employee must immediately notify his/her manager or the Clinic's Compliance Officer if he/she is threatened with exclusion or becomes excluded from any federally funded program.

#### **ORGANIZATIONAL COMPETENCIES**

- Patient Centered
- Trust
- Teamwork
- Excellence
- Affordability

#### **PHYSICAL DEMANDS**

- Sit with back support continuously (67 – 100%)
- Walk, stoop, bend, crouch, reach and climb occasionally (11 – 33%)
- Lift and carry up to 10 pounds independently and carry for short distance occasionally (11 – 33%)
- Push and pull up to 25 pounds (seldom 1 – 10%)

#### **WORKING CONDITIONS**

- Work performed in a professional office setting using standard office equipment.
- A large amount of interaction with staff, internal and external customers is expected.
- Appropriate dress is based on the area the position resides in and must follow the Marshfield Clinic Health System Personal Appearance (Dress Code) policy and other applicable departmental policies.

#### **SPECIAL FACTORS**

- Periodic day and overnight travel may be required including traveling in all types of weather conditions.
- Hours are scheduled according to the needs of the department. Occasional changes to scheduled hours may be necessary when required by workload or departmental deadlines. May require additional hours based on workload, low staffing or emergency situations.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**CREATED BY:** Manager-Accounting

**DATE MODIFIED:** 05/18/2017